

**Title: Viewing the Contents of Your Folders**

**Subtitle: Online File Folder**

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Date: 2008/3/27

URL: <http://www.powerhoster.com/domainhosting/modules/article/view.article.php/c20/2317>

Keywords: individual folder

You can view the contents of an individual folder within Online File Folder. To View the Contents of a Folder Click the **Files** button. The folders display in the right pane beneath the **New Folder** button. To view the contents of a folder or subfolder, click the name of the folder.